

State of Maine

Community Development Block Grant Program

2004 Public Service Grant Program

Application Package



Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059
Phone: (207) 624-7484 TTY: (207) 287-2656
www.meocd.org



Public Service Grant Program

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Public Service Grant Program

Application Timetable & Requirements



The timeframe for the Application Process is as follows:

Applications Due – **NO LATER THAN 4:00 P.M., FRIDAY, APRIL 9, 2004.**
Late submissions will not be accepted and will be returned unopened
FAXED COPIES WILL NOT BE ACCEPTED.

Project Development Phase Invitations Announced – **MAY 7, 2004**

Applications must be received at the:

**OFFICE OF COMMUNITY DEVELOPMENT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
111 SEWALL STREET
AUGUSTA, MAINE 04333-0059
FOR FURTHER INFORMATION: (207) 624-7484 TTY: (207) 287-2656**

SUBMISSION REQUIREMENTS

ONE ORIGINAL containing the Required Responses, Signed Cover Sheet with Certifications, Program Designation Sheet, Matching Funds Table with attached Letters of Commitment, and Public Hearing Record.

SIX COPIES containing only the Required Responses, Matching Funds Table with Letters of Commitment and Public Hearing Record.

MARGIN AND TYPE SIZE for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 ½ x 11 inch paper.

MAXIMUM LENGTH OF REQUIRED RESPONSE SECTION OF APPLICATION Applications are limited to **six pages** to provide the responses required in Section II (C-F), not counting required attachments.

NON-CONFORMING APPLICATIONS WILL NOT BE SCORED

This Application Package is available electronically at:
www.meocd.org

Public Service Grant Program Application Checklist



Use this to make sure your Application contains all required submissions!

A complete original application consists of:

- ☐ cover sheet with original signature;
- ☐ program designation sheet;
- ☐ public hearing record including the published public hearing notice, attested hearing minutes and attendance list;
- ☐ matching funds table with attached letters of commitment; and
- ☐ responses to the Problem Statement, Proposed Solution, Citizen Participation, and Commitment sections of the application.

Incomplete packages will not be reviewed.

SECTION I - PUBLIC SERVICE GRANT APPLICATION OVERVIEW

A. Introduction

The Public Service Grant Program (PSG) provides funding for operating expenses, equipment and program materials for public service programs that benefit low and moderate income persons.

B. Application Process

The selection process for the PSG Program consists of two phases - an application phase and a Project Development Phase.

1. Competitive Application

The application must provide a description of the community's problems to be addressed with Public Service Grant funds, the proposed solution, participation by community residents in development of the application, and the resources committed to the project.

Maximum Public Service Grant Amount: \$50,000

Reviewing and scoring of applications will begin following the application deadline of April 9, 2004. Each application will be rated on its own merit and in relation to all other applications. After the scoring process is completed, successful communities will be invited into the project development phase.

2. Project Development

An invitation into the Project Development Phase reserves funds for the project. Program funding is contingent upon the Office of Community Development's (OCD) receipt of funds from HUD and successful completion of Project Development criteria. All aspects of the Project Development Phase must be completed prior to the execution of a contract with OCD and include:

- 1) project eligibility and verification of benefit;
- 2) environmental review;
- 3) public service delivery cost analysis;
- 4) management plan development;
- 5) assurances the public service will continue beyond this PS award or need for the service will be fully met during the PS grant period; and
- 6) specific state and federal requirements.

The emphasis during the Project Development Phase is on development of the best project to meet the community's public service needs. A Development Project Manager will be assigned to work with each community to assist in the finalization of their project. **Applicants have six months to complete the project development phase process or notice of award may be rescinded.** Project Development Phase Planning grants may be available to assist communities with the project development phase.

3. Project Implementation

Following contract execution, the community will be awarded PSG funds and will begin to implement their project. The Development Program Manager will remain involved with the community throughout project implementation providing technical assistance and to monitor for compliance with federal and state regulations.

C. Applicant Prohibitions

Units of local government and unorganized territories may not benefit from, or apply for, more than one PSG program per grant year. Units of local government and unorganized territories that benefited from a 2003 PSG may not apply for a 2004 PSG. Communities participating in multi-jurisdictional applications may submit their own PSG as long as they demonstrate that there will not be a duplication of program activity/benefit. **Eligible units of general local government as defined above may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible applicants.**

D. Multi-Jurisdictional Applications

A multi-jurisdictional application is one submitted from two or more communities joining together to create a single Public Service program to meet shared problems in the respective communities.

E. Public Hearing Requirements

Each applicant is required to hold a duly authorized public hearing during the Application process with a minimum of 10 days prior notice. The hearing must be advertised in local newspapers and posted according to local requirements.

Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all six copies of the Application.

SECTION II - PUBLIC SERVICE GRANT APPLICATION INSTRUCTIONS AND SCORING CRITERIA

Introduction

Communities must provide a description of their public service needs, proposed solutions, local participation that led to determining the problems and solutions, and the commitment of local and other resources to assist in implementing the proposed solutions. Scoring criteria for Problem Statement, Proposed Solution, Citizen Participation and Commitment are described below.

A **minimum of 80 points** will be required for an application to be considered for funding. The maximum length of an application, excluding the cover sheet, matching funds table, letters of commitment and program designation sheet is **six pages**.

Nonconforming applications will be returned unscored.

Examples of eligible activities for PSG assistance include: operating, equipment and program material expenses for child care, health care, job training, recreation programs, education programs, public safety services, fair housing activities, senior citizen services, homeless services, drug abuse counseling and treatment, and energy counseling and testing **provided exclusively to:**

(i) Persons who are members of the following groups that currently are presumed by HUD to meet benefit requirements. The presumption may be challenged if there is substantial evidence the group served by the project is most likely not comprised of principally Low and Moderate Income persons.

Abused Children
Battered Spouses
Elderly Persons
Severely Disabled Adults

Homeless Persons
Illiterate Adults
Migrant Farm Workers
Persons Living with AIDS

OR

(ii) participants in a program designed to limit the PSG funded benefit exclusively to eligible Low and Moderate Income persons.

Structural changes, such as construction, renovation and rehabilitation, are ineligible PSG activities.

A. Cover Sheet

In Section III at the back of this application is the Public Service Grant Program Cover Sheet. The Cover Sheet consists of three sections:

1. Applicant Identification

Community's name, address, Chief Executive Officer (CEO), contact person, and phone numbers. The Cover Sheet must be completed, signed, and attached to the front of the application. The Chief Executive Officer of the applicant or the County Commissioner on behalf of unorganized territories must sign the Cover Sheet.

In multi-jurisdictional applications, one unit of local government must be identified as the lead applicant. Signature of the Chief Executive Officer of **each other participating unit** of general local government signifies approval for the lead applicant to apply on its behalf.

2. State Certifications

List of State Certifications that applicants agree to follow if they are awarded Public Service Program funds.

3. Federal Certifications

List of Federal Certifications that communities agree to follow if they are awarded Public Service Program funds.

B. Designation Sheet

A Program Designation Sheet is included after the Cover Sheet. Applicants must declare if the application is multi-jurisdictional or not.

C. Problem Statement - 30 Points

The Problem Statement describes the community problems or needs the applicant wishes to address with PSG assistance.

Scoring of the Problem Statement.

The following are topics or areas that must be included in the Problem Statement.

- Describe the scope, magnitude and severity of the problems to be addressed with PSG funds.
- Describe past and current efforts to deal with these problems and identify conditions requiring new or expanded public services.
- Describe the issues faced by service providers as they work to address these problems including but not limited to:
 1. Adequacy,
 2. Capacity, and
 3. Finances.

D. Proposed Solution - 40 Points

The Proposed Solution presents solutions to the problems identified in the Problem Statement.

Scoring of the Proposed Solution.

Scoring is divided into four categories. Following each category are topics and areas that must be included in the Proposed Solution.

PROJECT DESCRIPTION (10 points):

- Describe what public services will be paid for with PSG funds.
- Explain how and why the new or expanded public service will contribute to resolving the problems and why these services are more feasible than current services in solving the problems identified in the Problem Statement.
- Include a budget that shows sources and uses of funds and explain why each use of funds is necessary for this solution.
- Provide an outline of tasks that are completed, tasks that remain, and time when each task was or will be completed. Give the start date for delivery of the public services.

PROJECT BENEFIT (10 points):

- Detail how PS funds will be utilized solely to assist LMI persons or a HUD approved Limited Clientele group.

CAPACITY (10 points):

- Describe the abilities and qualifications of those implementing the public services including experience, education, training, familiarity with the problems and special needs of the target population, and any other special and relevant qualifications.
- Describe the abilities of those administering the grant itself.

PROJECT CONTINUATION (10 points)

- Demonstrate how the public service, as established or expanded with PSG funding, will continue after the Public Service Grant program funding ends. Include the source(s) of funds that will replace PSG funds, availability of existing personnel, etc.

OR

- Describe why there will no longer be a need for these services after the PSG program ends. Include a demonstration of the need as a temporary one that will be met completely through this solution.

E. Citizen Participation - 20 Points

Citizen Participation is the starting point of a good PSG application. The narrative portion of your Citizen Participation section describes how citizens, community groups and project beneficiaries participated in identifying the problems and solutions included in this application. **(Note: you must also submit a public hearing record consisting of the published public hearing notice, hearing minutes, and attendance list with the original and all six copies of the application.)**

Scoring of the Citizen Participation section

Incorporate the number of meetings, dates of meetings, comments and media involvement in your Citizen Participation narrative. At a minimum, your Citizen Participation section should contain the following information:

- Describe how the problems in the problem statement reflect citizen concerns and how they were identified through citizen, community group, project beneficiary, service provider, and, if applicable, media participation.
- Describe how input from citizens, community groups, beneficiaries, and service providers led to prioritizing this solution above other options or alternatives considered for your PSG application.
- Describe how citizens, community groups and project beneficiaries will be involved in guiding the administration of the project.
- Detail use of any media (newspapers, radio, TV, etc.) that will be utilized to further public awareness.

F. Commitment/Match - 10 Points

Commitment describes the resources available to solve the problems presented. These resources include cash and noncash contributions and other nonmaterial support such as leadership, talents, special expertise or other offers of assistance. The narrative portion of your Commitment section should show that needed funds and contributions are in place for this project. **(Note: you must also complete and submit a Matching Funds Table with appropriate source documents with the original and all six copies of the application.)**

Scoring of the Commitment section

The following are topics or areas that must be included in the Commitment section narrative:

- Describe arrangements or agreements for each source of funds or each noncash contribution that will be committed to the PSG project.
- Identify a dollar value for each noncash contribution, describe how the values were determined, describe arrangements or agreements for each contribution and how these contributions are directly related to the activity for which PS funding is being sought.
- Describe other potential cash and non-cash contributions and nonmaterial support for the project and when each will be committed officially to this project.
- Document that funds, contributions, and PSG assistance equal total project cost.

Community Development Block Grant Program Application Matching Funds Table

Source of Funds (example – Town, CAP, other agencies)	Amount	Projected Date of Use

TOTAL Commitment: _____

Be sure to attach a letter of commitment for each funding source listed.
Commitments listed on the table that lack documentation will not be considered.

DO NOT include in-kind or non-cash funds on this table. Please describe those in the Commitment narrative section.

On multi-jurisdictional applications, each participating community must provide a commitment of resources approximately commensurate with the amount of planned services to occur within that community.

SECTION III. PUBLIC SERVICE GRANT PROGRAM COVER SHEET

A. Applicant Identification

Applicant _____
Street/P.O. Box _____
Town/City _____
Zip Code _____
Name of Chief Executive Officer _____
Phone Number of Chief Executive Officer _____
Contact Person _____
Phone Number of Contact Person _____

B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Phase I application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. a local match that directly relates to the proposed activity and is the equivalent of 20 percent of the PS grant amount must be provided if the applicant is invited to proceed. Local match may consist of cash or inkind material or services to be expended during completion of the proposed project or has been expended for activities directly related to and necessary for the completion of the proposed project no more than two years prior to the submission of this PS application;
- d. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- e. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- f. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:

(i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine Small Cities CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

g. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

Signature of Single Applicant or Lead Applicant of a Multi-Jurisdictional Application

Signature and Title of Chief Executive Officer

Unit of General Local Government

Date

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

Signature and Title of Chief Executive Officer Date	Unit of General Local Government
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Signature and Title of Chief Executive Officer Date	Unit of General Local Government
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Signature and Title of Chief Executive Officer Date	Unit of General Local Government
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Signature and Title of Chief Executive Officer Date	Unit of General Local Government
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PUBLIC SERVICE GRANT PROGRAM - PROGRAM DESIGNATION SHEET

1. Is this a multi-jurisdictional application?

___Yes ___No

2. If yes, which local government has been designated as the lead applicant?

3. If yes, list all participating or benefiting local governments. _____

**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

CONTACT

**ORMAN WHITCOMB, DIRECTOR
OFFICE OF COMMUNITY DEVELOPMENT
111 SEWALL STREET
59 STATE HOUSE STATION
AUGUSTA, MAINE, 04333-0059
TELEPHONE (207) 624-7484
TTY (207) 287-2656**

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